

## Module 10

### Chapter 5

#### Local National Mass Actions

#### Chapter Overview

##### Introduction

This chapter explains how to process Local National (LN) actions.

- Mass Appraisals
- Mass Awards
- Mass Realignment
- Mass Salary (including Mass WGI and Mass Pay)

Topic	Page
Processing LN Mass Appraisals	2
Processing a Mass Appraisal	3
Previewing Your Action	4
Validating the Mass Appraisal	7
Executing the Mass Appraisal	8
Processing LN Mass Awards	9
Creating a Mass Awards File	10
Previewing a Mass Award File	13
Changing a Mass Award File	15
Executing a Mass Award File	16
Viewing the Status of a Mass Award File	17
Locating and Correcting Errors	18
Processing LN Mass Realignment	20
Processing an LN Mass Realignment	21
Previewing Your Action	24
Executing the Mass Realignment	26
Processing LN Mass Salary	27
Processing an LN Mass Salary	28
Previewing Your Action	29
Executing the Mass Salary	31
Viewing the Status of a Mass Salary File	32
Locating and Correcting Errors	33

*Continued on next page*

## Chapter Overview, Continued

---

**Purpose**

This section explains how to process LN mass appraisals for a group of similar appraisals.

---

**Before You Begin**

- Use mass appraisals when you want to update multiple records at one time.
  - When you process LN mass appraisals, the People Record in HR is updated.
    - An RPA is not produced as it is with other mass actions.
    - There is no NPA (LN SF 50 equivalent form) generated.
  - You can export the data from the **Preview** window to an Excel spreadsheet.
- 


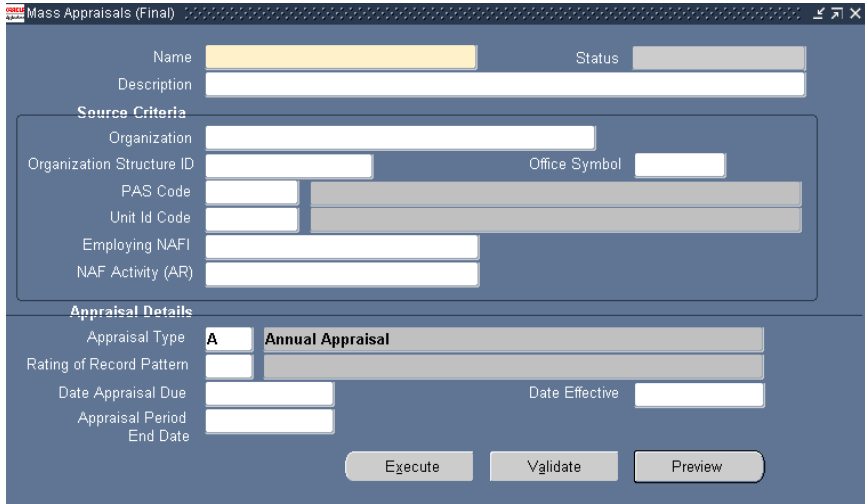

**Who Does It**

The capability to create and execute a mass appraisal is available only in the LN Personnelist or CIVDOD LN MGR responsibility.

---

# Processing LN Mass Appraisals

## Processing a Mass Appraisal

Step	Action
1	<p><b>Navigation Path</b> → <i>Mass Actions</i> → <i>Mass Appraisal Final</i> → <b>&lt;Open&gt;</b>.</p> <p> <b>Notes:</b></p> <ul style="list-style-type: none"> <li>The <b>Mass Appraisal (Preview)</b> window is available as a “rough draft” window. It is exactly like the <b>Mass Appraisal (Final)</b> window. Mass appraisals can only be processed in this window.</li> <li>Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.</li> </ul>
2	<p>The <b>Mass Appraisal (Final)</b> window opens with three taskflow buttons. With your cursor in the <i>Name</i> data field, type in a unique name for the appraisal action you are creating.</p>  <p> <b>Note:</b> The <i>Status</i> data field is system-generated to show how far your mass appraisal has progressed when you save your action; e.g., Unprocessed, Submitted, etc. No action is required.</p>

*Continued on next page*

## Processing LN Mass Appraisals, Continued

### Processing a Mass Appraisal (continued)

Step	Action												
3	<ul style="list-style-type: none"> <li>The <b>Description</b> data field is free text you type in to describe your action and can accommodate 100 characters.</li> <li>The <b>Source Criteria</b> Region allows you to enter data to define the employees to be included in the Mass Appraisal process. <ul style="list-style-type: none"> <li>The <b>Organization</b> data field must be completed.</li> <li>The other data fields merely allow you to further define the select criteria, if desired.</li> </ul> </li> <li>The <b>Appraisal Details</b> Region must be completed for Appropriated Fund actions, because of OPM CPDF edits. LNs are not subject to the edits, however some data fields are required: <table border="1"> <thead> <tr> <th>Data Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Appraisal Type</b></td><td>Automatically populates with Code A. You can overwrite it with codes on the LOV.</td></tr> <tr> <td><b>Rating of Record Pattern</b></td><td>Not required for LNs.</td></tr> <tr> <td><b>Date Appraisal Due</b></td><td>Required for LNs.</td></tr> <tr> <td><b>Date Effective</b></td><td>Required for LNs.</td></tr> <tr> <td><b>Appraisal Period End Date</b></td><td>Not required for LNs.</td></tr> </tbody> </table> </li> </ul>	Data Field	Description	<b>Appraisal Type</b>	Automatically populates with Code A. You can overwrite it with codes on the LOV.	<b>Rating of Record Pattern</b>	Not required for LNs.	<b>Date Appraisal Due</b>	Required for LNs.	<b>Date Effective</b>	Required for LNs.	<b>Appraisal Period End Date</b>	Not required for LNs.
Data Field	Description												
<b>Appraisal Type</b>	Automatically populates with Code A. You can overwrite it with codes on the LOV.												
<b>Rating of Record Pattern</b>	Not required for LNs.												
<b>Date Appraisal Due</b>	Required for LNs.												
<b>Date Effective</b>	Required for LNs.												
<b>Appraisal Period End Date</b>	Not required for LNs.												

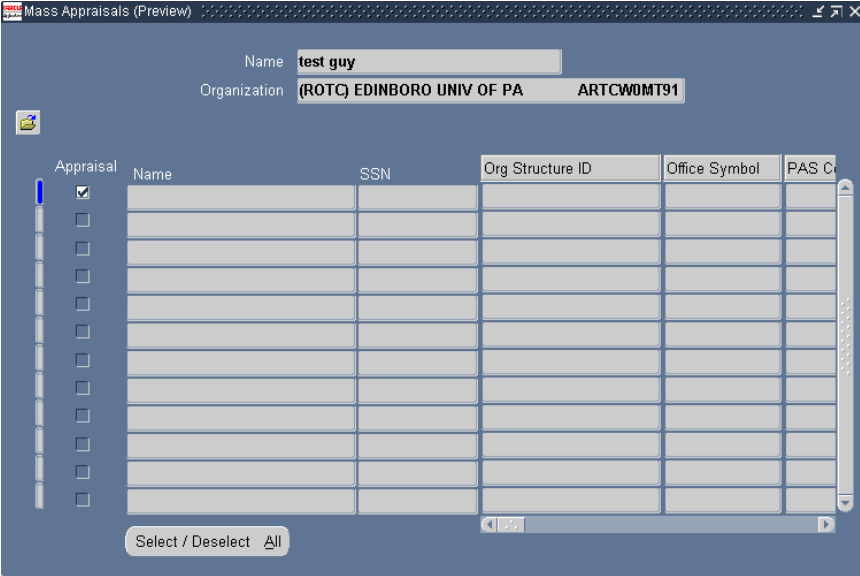
### Previewing Your Action

Clicking the <**Preview**> button on the **Mass Appraisals (Final)** window opens the **Mass Appraisals (Preview)** window. Based on the information input in the Source Criteria on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN. The names for the mass appraisal can be viewed and selected or deselected. Follow the steps below to preview the action.

*Continued on next page*

# Processing LN Mass Appraisals, Continued

## Previewing Your Action (continued)

Step	Action
4	<p>In the <b>Mass Appraisals (Final)</b> window, click the <b>&lt;Preview&gt;</b> button. The <b>Preview</b> window opens with data elements populated from the previous window.</p>  <p><b>Note:</b> The check mark in the <b>Appraisal</b> checkbox indicates the name on the line is included in the mass appraisal action. Deselect the check mark if the name is <u>not</u> to be included.</p> <ul style="list-style-type: none"> <li>• If a large number of names appear on the window, but only a few are to be included:             <ul style="list-style-type: none"> <li>• Click the <b>&lt;Select/Deselect All&gt;</b> button to remove the check mark from the checkboxes.</li> <li>• Then select the names to be included by individually placing a check mark in the checkbox next to the names.</li> </ul> </li> </ul>

*Continued on next page*

# Processing LN Mass Appraisals, Continued

## Previewing Your Action (continued)

Step	Action																										
4 (Cont)	<p>The <b>Appraisal</b> checkbox opens next to the <i>Name</i> and <i>SSN</i> columns. You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible. Information may or may not populate the columns. The remaining columns are provided below with annotations. (N/A) means not required for LNs.</p> <table> <tr> <th>Column</th><th>Column</th></tr> <tr> <td><b>Org Structure ID</b></td><td><b>Target Bonus Indicator (Demo) (N/A)</b></td></tr> <tr> <td><b>Office Symbol</b></td><td><b>Target Bonus Reason (Demo) (N/A)</b></td></tr> <tr> <td><b>PAS Code (Air Force only)</b></td><td><b>Target Appraisal Type</b> (Since user can overwrite the default code in the Appraisal Details, it may vary among selected records.)</td></tr> <tr> <td><b>PAS Code Description</b></td><td><b>Target Rating of Record</b> (Required input from LOV)</td></tr> <tr> <td><b>Unit Id Code (Army or Navy only)</b></td><td><b>Target Rating of Record Level (N/A)</b></td></tr> <tr> <td><b>Unit Id Code Description</b></td><td><b>Target Rating of Record Pattern (N/A)</b></td></tr> <tr> <td><b>Employing NAFI (N/A)</b></td><td><b>Target Factor (AF) (N/A)</b></td></tr> <tr> <td><b>NAF Activity (AR) (N/A)</b></td><td><b>Target Date Appraisal Due</b></td></tr> <tr> <td><b>Pay Plan</b></td><td><b>Target Date Effective</b></td></tr> <tr> <td><b>Pay Plan Description</b></td><td><b>Target Appraisal Period End Date (N/A)</b></td></tr> <tr> <td><b>Grade</b></td><td><b>Comments</b> (free form for your use only - Optional)</td></tr> <tr> <td><b>Performance Constraint Indicator (Demo) (N/A)</b></td><td></td></tr> </table>	Column	Column	<b>Org Structure ID</b>	<b>Target Bonus Indicator (Demo) (N/A)</b>	<b>Office Symbol</b>	<b>Target Bonus Reason (Demo) (N/A)</b>	<b>PAS Code (Air Force only)</b>	<b>Target Appraisal Type</b> (Since user can overwrite the default code in the Appraisal Details, it may vary among selected records.)	<b>PAS Code Description</b>	<b>Target Rating of Record</b> (Required input from LOV)	<b>Unit Id Code (Army or Navy only)</b>	<b>Target Rating of Record Level (N/A)</b>	<b>Unit Id Code Description</b>	<b>Target Rating of Record Pattern (N/A)</b>	<b>Employing NAFI (N/A)</b>	<b>Target Factor (AF) (N/A)</b>	<b>NAF Activity (AR) (N/A)</b>	<b>Target Date Appraisal Due</b>	<b>Pay Plan</b>	<b>Target Date Effective</b>	<b>Pay Plan Description</b>	<b>Target Appraisal Period End Date (N/A)</b>	<b>Grade</b>	<b>Comments</b> (free form for your use only - Optional)	<b>Performance Constraint Indicator (Demo) (N/A)</b>	
Column	Column																										
<b>Org Structure ID</b>	<b>Target Bonus Indicator (Demo) (N/A)</b>																										
<b>Office Symbol</b>	<b>Target Bonus Reason (Demo) (N/A)</b>																										
<b>PAS Code (Air Force only)</b>	<b>Target Appraisal Type</b> (Since user can overwrite the default code in the Appraisal Details, it may vary among selected records.)																										
<b>PAS Code Description</b>	<b>Target Rating of Record</b> (Required input from LOV)																										
<b>Unit Id Code (Army or Navy only)</b>	<b>Target Rating of Record Level (N/A)</b>																										
<b>Unit Id Code Description</b>	<b>Target Rating of Record Pattern (N/A)</b>																										
<b>Employing NAFI (N/A)</b>	<b>Target Factor (AF) (N/A)</b>																										
<b>NAF Activity (AR) (N/A)</b>	<b>Target Date Appraisal Due</b>																										
<b>Pay Plan</b>	<b>Target Date Effective</b>																										
<b>Pay Plan Description</b>	<b>Target Appraisal Period End Date (N/A)</b>																										
<b>Grade</b>	<b>Comments</b> (free form for your use only - Optional)																										
<b>Performance Constraint Indicator (Demo) (N/A)</b>																											

*Continued on next page*

## Processing LN Mass Appraisals, Continued

### Previewing Your Action (continued)

Step	Action
5	Click the <b>Save</b> icon and exit the window to return to the <b>Mass Appraisals (Final)</b> window.
6	Click the <b>&lt;Validate&gt;</b> button to run the business rules for the process and identify any errors that occurred. <ul style="list-style-type: none"> <li>You can check the Process Log to determine if errors or warnings occurred, and make any necessary corrections.</li> <li>The business rules in effect for individual update of a record (direct update of the SIT) also apply to the mass process.</li> </ul>

### Validating the LN Mass Appraisal

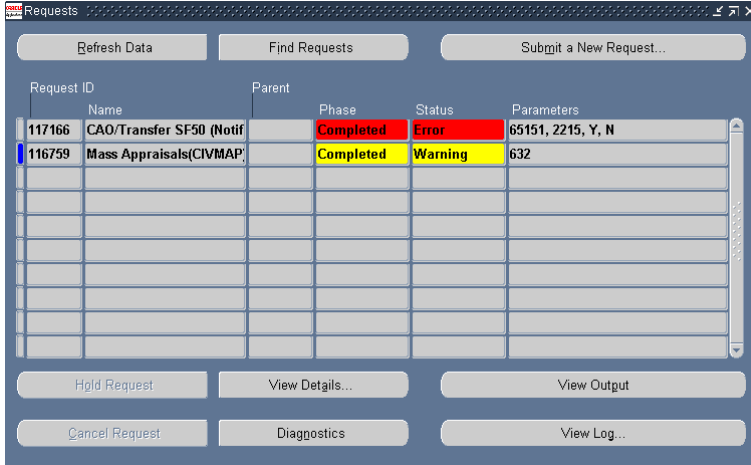
Clicking the **<Validate>** button on the **Mass Appraisals (Final)** window opens a Message Box. Click the **<Validate>** button after Preview has been completed to ensure there are no rejects before Executing the action.

Step	Action
7	Click the <b>&lt;Validate&gt;</b> button on the <b>Mass Appraisals (Final)</b> window to display a Message Box with the following “Validation process completed successfully.” <div data-bbox="738 1155 1201 1442" data-label="Image"> </div> <p>Click the <b>&lt;OK&gt;</b> button. If an Error Message Box does not appear move to step 12</p>
8	If an Error Message Box appears it indicates that required data items that have not been entered. Follow the next 2 steps to correct
9	Navigate to <i>Process and Reports</i> → <i>View Request</i> <b>&lt;Open&gt;</b> the find request window opens click the <b>&lt;Find&gt;</b> button The Requests window opens with a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list.

*Continued on next page*

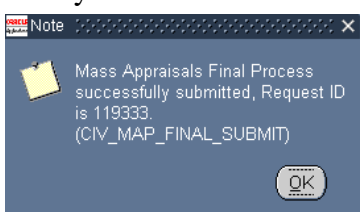
## Processing LN Mass Appraisals, Continued

### Validating the LN Mass Appraisal (continued)

Step	Action
10	<p>Find the <b>Request ID</b> that was assigned in the previous note of successful completion.</p> <p>Click the <b>&lt;View Log&gt;</b> button to error message window, view the message</p> 
11	<p>Return to <b>Mass Appraisals (Final)</b> window Correct the actions, then Save your work.</p>

### Executing the Mass Appraisal

Clicking the **<Execute>** button on the **Mass Appraisals (Final)** window processes your action by submitting it to update the database.

Step	Action
12	<p>Click the <b>&lt;Execute&gt;</b> button on the <b>Mass Appraisals (Final)</b> window a Message Box will appear indicating “Mass Appraisals Final Process successfully submitted.”</p>  <p>Click <b>&lt;OK&gt;</b>. The <b>Mass Appraisals (Final)</b> window opens.</p> <p><b>Note:</b> Once you have “Executed” or “Processed” the action:  A new row of data is entered into each employee’s record (<b>LN Appraisal Information SIT</b>) if the record validated.  The Taskflow Buttons (<b>Execute</b>, <b>Validate</b>, and <b>Preview</b>) are grayed out.</p>



# Processing LN Mass Awards

## Purpose

This section explains how to process LN mass awards for a group of similar award actions. The process is available for all countries.

- A manager, supervisor, or designated organizational person may initiate and preview the action, and then notify the personnelist by phone or email with the file “name” created for the mass award.
- A personnelist will then execute the mass award.

## Before You Begin

- A Mass Award is a collection of individual awards processed en masse to save Modern DCPDS users time, effort, and keystrokes. The personnel actions required to document each award can be processed with an individual RPA when the following conditions are the same:
  - Effective date.
  - Nature of action.
  - Authority code.
- For LNs, certain fields must be completed on the Award Details DDF, before you can initiate the preview process.
- You cannot change individual award amounts; i.e., percentage or salary amount, once you have “executed” the action.
- If actions process without error, NPAs (SF 50, or the country equivalent of the SF 50) are generated for each employee record included in the mass process as future actions in the Routing History Table.
- If an error occurs with one of these selected records, the process routes the RPA to the groupbox assigned to the record’s registered Personnel Office Identifier (POI). If the POI is not registered, then the process routes to the system’s default groupbox – GHRWFADMIN.
- Legal Authority Codes/Remarks are not required for Mass Awards.

If an RPA was used to create the award (usually a monetary award), then you must do a Correction-Cancellation RPA to delete it.

## Who Does It



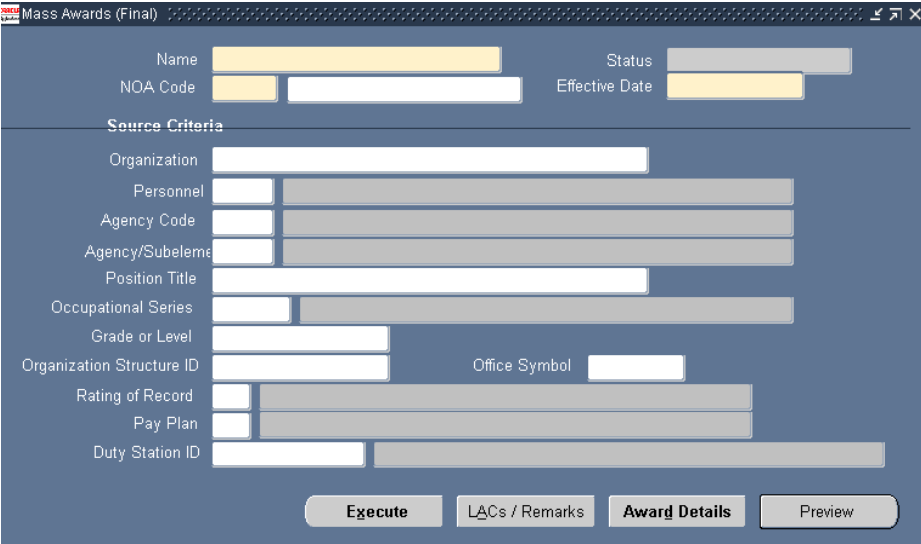
The capability to **execute** a mass award is only available in the LN Personnelist or CIVDOD LN HR MGR responsibility.

*Continued on next page*

## Processing LN Mass Awards, Continued

### Creating a Mass Award File



Managers, supervisors, or personnelists may initiate a Mass Award File. If a manager or supervisor creates the file, they need to notify the appropriate personnelist to “execute” it. If the award is not within the **current pay period**, date track to the date needed on the **Element Entries** window and follow the steps in this procedure.

Step	Action										
1	<b>Navigation Path</b> → <i>Mass Actions</i> → <i>Mass Awards Final</i> → <b>&lt;Open&gt;</b> .										
2	<p>The <b>Mass Awards (Final)</b> window opens with four taskflow buttons. Each time the user utilizes a taskflow button, the system automatically saves the current entries.</p>  <p>The screenshot shows the 'Mass Awards (Final)' window with the following fields: Name, NOA Code, Status, Effective Date, Source Criteria (Organization, Personnel, Agency Code, Agency/Subelement, Position Title, Occupational Series, Grade or Level, Organization Structure ID, Office Symbol, Rating of Record, Pay Plan, Duty Station ID). At the bottom are four buttons: Execute, LACs / Remarks, Award Details, and Preview.</p> <table border="1"> <thead> <tr> <th>Taskflow Buttons</th><th>Description</th></tr> </thead> <tbody> <tr> <td><b>Execute</b></td><td>Processes the mass file to update HR.</td></tr> <tr> <td><b>LACs/Remarks</b></td><td>Not required for LNs.</td></tr> <tr> <td><b>Award Details</b></td><td>The same entries used on the individual RPA Award DDF.</td></tr> <tr> <td><b>Preview</b></td><td>Begins the selection criteria process. Once you select to <b>Preview</b>, all previous data entered cannot be modified. If modification is necessary, you must create a new Mass Award file.</td></tr> </tbody> </table>	Taskflow Buttons	Description	<b>Execute</b>	Processes the mass file to update HR.	<b>LACs/Remarks</b>	Not required for LNs.	<b>Award Details</b>	The same entries used on the individual RPA Award DDF.	<b>Preview</b>	Begins the selection criteria process. Once you select to <b>Preview</b> , all previous data entered cannot be modified. If modification is necessary, you must create a new Mass Award file.
Taskflow Buttons	Description										
<b>Execute</b>	Processes the mass file to update HR.										
<b>LACs/Remarks</b>	Not required for LNs.										
<b>Award Details</b>	The same entries used on the individual RPA Award DDF.										
<b>Preview</b>	Begins the selection criteria process. Once you select to <b>Preview</b> , all previous data entered cannot be modified. If modification is necessary, you must create a new Mass Award file.										

*Continued on next page*

## Processing LN Mass Awards, Continued

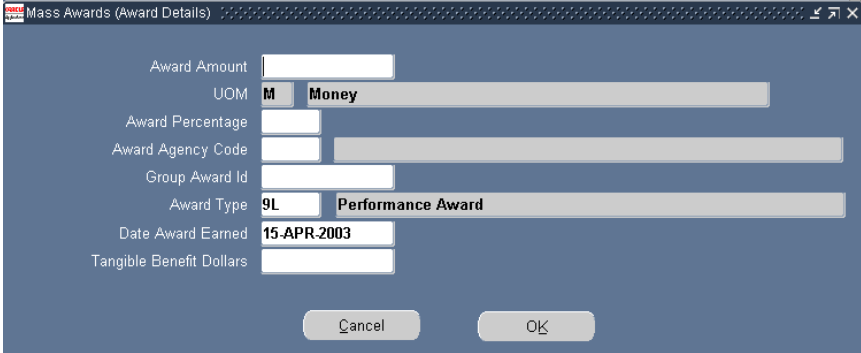

### Creating a Mass Award File (continued)

Step	Action
3	With your cursor in the <b>Name</b> data field, type in a unique file name for the award you are creating.
	<b>Note:</b> This unique file name is used for executing the process. If a manager initiates the Mass Award, this file name must be provided to the personnelist to extract and then execute the mass award.
4	With your cursor in the <b>NOA Code</b> data field, click the LOV to select the code or type it in. (OPM no longer requires LACs/Remarks for Mass Awards).
5	Type in a date in the <b>Effective Date</b> data field (or use the LOV). <b>Note:</b> <ul style="list-style-type: none"> <li><b>Name</b>, <b>NOA</b>, and <b>Effective Date</b> are required fields which auto populate the <b>Award Details</b> DDF: <ul style="list-style-type: none"> <li><b>UoM</b>,</li> <li><b>Award Type</b> and</li> <li><b>Date of Award Earned</b>.</li> </ul> </li> </ul>
6	The <b>Status</b> data field is system generated to show the progress of your Mass Award once executed. No action is required in this data field.
7	In the <b>Source Region</b> , click the LOV to choose either the <b>Organization</b> , or <b>Personnel Office ID</b> . <b>Agency Code</b> and <b>Agency/Subelement Code</b> data fields are optional. However, there is an increase in system performance when you select an organization as one of the parameters.  <b>Note:</b> You can use wildcards to populate some data fields; e.g., (FP%) - to extract organization codes that begin with FP; (G%) - to get all pay plans beginning with a G, etc.
8	Click the LOV icon or type in the information in the following (Optional) data fields: <b>Position Title</b> , <b>Occupational Series</b> , <b>Grade or Level</b> , <b>Organization Structure ID</b> , <b>Office Symbol</b> , <b>Rating of Record</b> , <b>Pay Plan</b> , and <b>Duty Station ID</b> data fields.
9	Click the <Award Details> button.

Continued on next page

## Processing LN Mass Awards, Continued

### Creating a Mass Award File (continued)

Step	Action
10	<p>The <b>Mass Awards (Award Details)</b> window opens data fields are populated depending on the <b>NOA Code</b> selected from the previous window. For example, if the <b>NOA Code</b> is 840A, the following Awards Detail DDF opens:</p>  <p>In this example, the <b>UOM</b> is <b>M</b> (Money). The <b>Award Type</b> is <b>9L</b>, which you can overwrite, if needed.</p> <ul style="list-style-type: none"> <li>• <b>UoM, Award Type, Date Award Earned</b> automatically populate based on the information entered on the <b>Mass Award Form</b>.</li> <li>• User must enter:             <ul style="list-style-type: none"> <li>• <b>Award Amount</b> or <b>Award Percentage</b> (not both)</li> <li>• <b>Group Award ID</b> (leave blank)</li> <li>• <b>Award Agency Code</b></li> <li>• <b>Tangible Benefit Dollars</b> (when required)</li> </ul> </li> </ul> <p> <b>Note:</b> If <b>NOA Code</b> of 846A, 847A, or 846B_ (Korea unique) is selected, <b>UOM</b> will be <b>H</b> (Hours). <b>Award Type</b> will be 80</p>
11	<p>With your cursor in the <b>Award Amount</b> data field, type in the amount,</p> <p><b>OR</b></p> <p>Click the <b>Award Percentage</b> data field and type in a percentage. For example, one and a half percent would be entered as 1.5 (no percent sign).</p> <p><b>Note:</b> The <b>Award Percentage</b> data field only applies to performance Awards.</p>

*Continued on next page*

## Processing LN Mass Awards, Continued

### Creating a Mass Award File (continued)

Step	Action
12	With your cursor in the <b>Award Agency Code</b> data field, type in the information or click the LOV and click the agency granting the award; e.g., AR for Army.
13	<b>Group Award Id is required if award is effective before 1 Oct 2000</b> - no longer required by OPM if the award is effective on or after 1 Oct 2000.
14	<b>Award Type</b> automatically populates for Time Off Awards. Use the LOV or type in the correct information, if needed.
15	<b>Date Award Earned</b> populates with the current date or you can input another date.
16	Type in dollar amount in <b>Tangible Benefit Dollars</b> data field, if required.
17	Click the<OK> button to return to the <b>Mass Awards (Final)</b> window.

### Previewing a Mass Award File

You may preview a file created on the **Mass Awards (Preview)** window and names can be viewed, selected, or deselected.

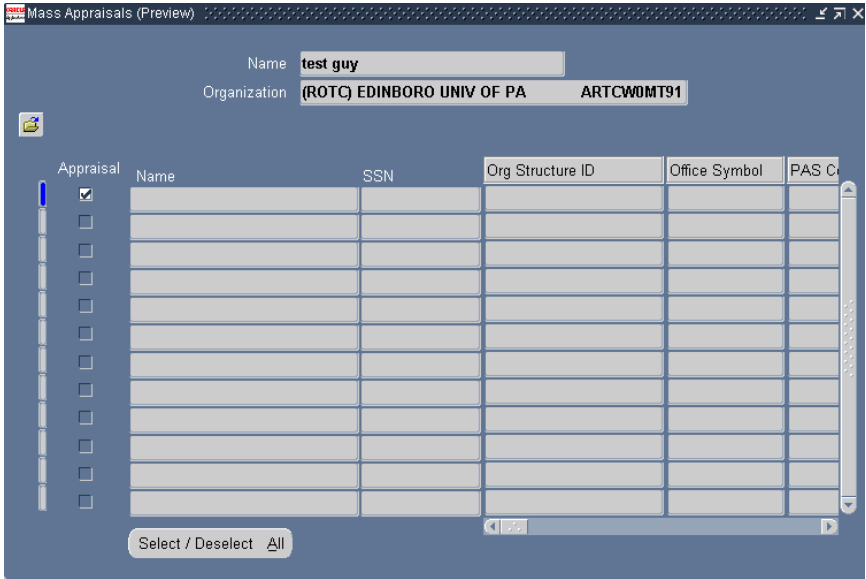



**Note:** Once you select Preview, all previously entered data cannot be modified (except for **Award Amount** which must be changed individually.) If other modifications of the data are necessary, a new Mass Award file must be created.

*Continued on next page*

## Processing LN Mass Awards, Continued

### Previewing a Mass Award File (continued)

Step	Action
18	<p>In the <b>Mass Awards (Final)</b> window, click the &lt;<b>P</b>review&gt; button. The window opens with data elements populated from the previous windows.</p> <p><i>Name</i> and <i>SSN</i> are included in the columns a second time so they will appear on the downloaded product, in the event you export the awards preview folder to a spreadsheet.</p> 
19	<p>You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible by using the scroll bar at the bottom of the window. The <b>Award Salary</b> data field must be identified in all records for the percentage to calculate properly.</p> <p> <b>Note:</b> If you change the <b>Target Award Amount</b>, the cumulative <b>Total Award Amount</b> at the upper right hand corner of the window (beneath Effective Date) changes, too.</p>
20	Save your action by clicking <b>Save</b> icon on the Toolbar and exit the window.

*Continued on next page*

## Processing LN Mass Awards, Continued

### Changing a Mass Award File

You have one option to change the file before it is “executed.” You can only change the *Target Award Amount* to a dollar amount from a percentage.

Step	Action
1	The personnelist will open the <b>Mass Award (Final)</b> window and click the < <b>Preview</b> > button.
2	<p>The <b>Mass Awards (Preview)</b> window opens.</p> <p>To change the dollar amount, place your cursor in the <i>Target Award Amount</i> data field and substitute the desired dollar amount for the <i>Percentage of Award Salary Amount</i>.</p> <p><b>Note:</b> The system deletes the information in the <i>Target Award Percentage</i> data field when the dollar amount is input.</p> <ul style="list-style-type: none"> <li>• When all modifications of the <b>Preview</b> Folder are complete, the user must save the changes and exit the <b>Preview</b> Folder.</li> <li>• The <b>Preview</b> Folder can be changed and saved as many times as necessary by the user.</li> <li>• The <b>Preview Folder</b> contains all records in the database that meet the selected criteria</li> <li>• <i>Total Award Amount</i> is the total of all award amounts for the records selected based on the initial source criteria. (It will not change when selections are altered.)</li> <li>• You may deselect or select all records or individually.</li> <li>• You may modify <i>Award Amount</i>, and it must be done individually.</li> </ul>

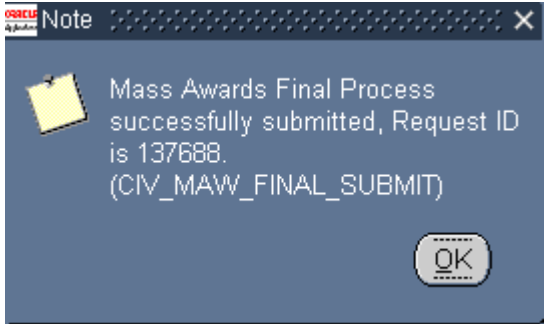



*Continued on next page*

## Processing LN Mass Awards, Continued

### Executing a Mass Award File

This procedure shows the steps to process or “execute” a mass award file to update the database.

Step	Action
3	<p>Click the &lt;<b>Execute</b>&gt; button. A Message Box opens and states “Mass Awards Final Process successfully submitted, Request ID is</p> 
4	<p>Click the&lt;<b>OK</b>&gt; button.</p> <ul style="list-style-type: none"> <li>• If the actions process without an error, RPAs are created for the selected records as future actions in the Routing History Table.</li> <li>• If an error occurs with one of these selected records, the process routes the RPA to the groupbox assigned to the record’s registered Personnel Office Identifier (POI) or to the GHRWFADMIN Groupbox.</li> </ul> <p> <b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Once you have “Executed” or “Processed” the action, the &lt;<b>Preview</b>&gt; button is grayed out on the <b>Mass Awards (Final)</b> window.</li> <li>• Individual award actions that <b>do not</b> successfully pass the business rules will create an RPA for the Award, and flow to the designated utility groupbox for failed automatic actions, normally “WGI Personnel.”</li> </ul>

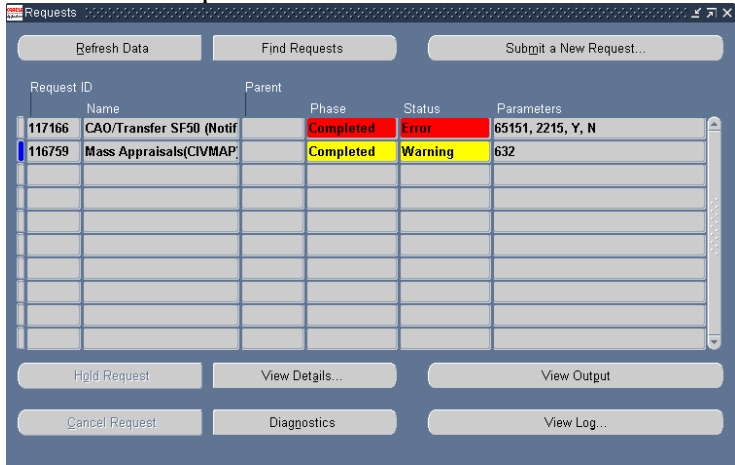
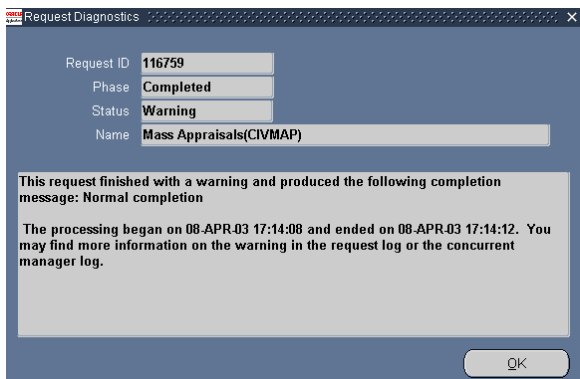
*Continued on next page*



## Processing LN Mass Awards, Continued

### Viewing the Status of a Mass Award File

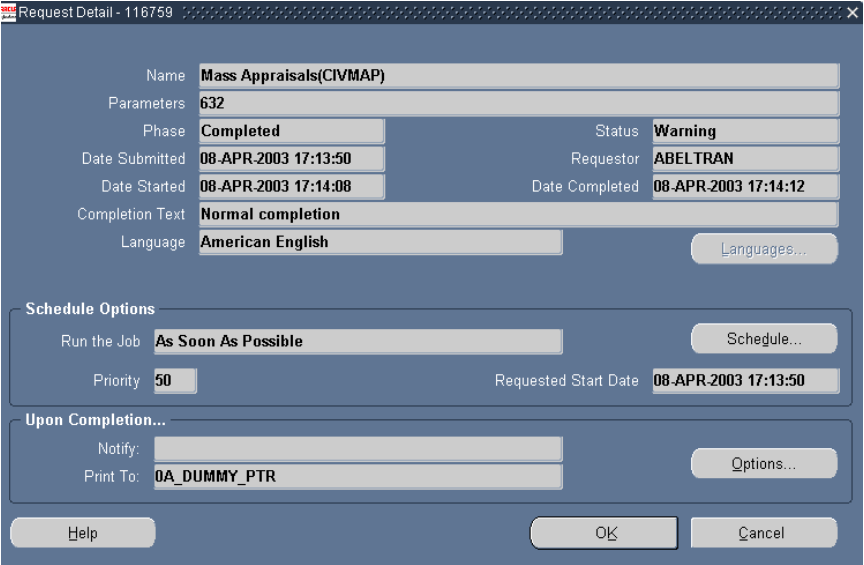
To view the status of the executed mass award file, use the Request ID in the message generated in the final step of processing. For example: “137688” in the previous step. Follow these steps for viewing your requests:

Step	Action
5	Navigate to <i>Process and Reports</i> → <i>View Request</i> < <b>Open</b> > the find request window opens click the < <b>Find</b> > button The Requests window opens with a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list.
6	Find the <b>Request ID</b> that was assigned in the previous note of successful completion.  <p>If the <b>Status</b> Column indicates “Pending” or “Running,” use the click to Refresh Data button until the status column reads: “Completed.”</p>
7	Click the< <b>View Log</b> > button to display a log of how a request ran.
8	Click the < <b>View Output</b> > button to view the output of a successfully completed request on screen.
9	Click the < <b>Diagnostics</b> > button. The <b>Request Diagnostics</b> window opens for your review. 

*Continued on next page*

## Processing LN Mass Awards, Continued

### Viewing the Status of a Mass Award File (continued)

Step	Action
10	<p>Click the <b>&lt;View Details&gt;</b> for more detailed information on the file. The <b>Concurrent Requests</b> window opens:</p> 
11	<p>Contact your System Administrator for assistance in reviewing the <b>Request Log</b> or the <b>Concurrent Manager Request Summary</b> to locate and correct specific errors.</p>

### Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system opens a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's groupbox or system's default groupbox.

Step	Action
1	<b>Navigation Path</b> → <i>Federal Maintenance Forms</i> → Process Log → <b>&lt;Open&gt;</b> .
2	The <b>Process Log Errors</b> window opens with the request number as the last part of the <b>Program Name</b> data field. The <b>Log Text</b> Region opens the reason for the error(s). Use the scroll bars to read the remaining information.

*Continued on next page*

## Processing LN Mass Awards, Continued

---

### Locating and Correcting Errors (continued)

Step	Action
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process “Futures,” which reprocesses all actions noted as future in the Routing History Table to update the database. The <b>Process Log</b> referenced above will also contain the details on all records successfully completed and processed with errors.

---

# Processing LN Mass Realignment

---

## Purpose

This section explains how to process LN Mass Realignment for **NOA Code 790A, Realignment**. An LN Mass Realignment occurs when:

- A group of employees and their positions move due to an organization change, such as a reorganization;
- The employees stay in the same agency, i.e., Army; and
- There is no change in the employees' position, grade or pay.

When a mass realignment occurs, all employees assigned to the affected function or organization are assigned to the new organization.

---

## Before You Begin

- Use Mass Realignment when you want to update multiple records at one time for the **NOA Code 790A, Realignment**.
  - When you process LN Mass Realignment, the People and Position Record in HR is updated.
  - You can export the data from the **Preview** window to an Excel spreadsheet.
- 

## Who Does It

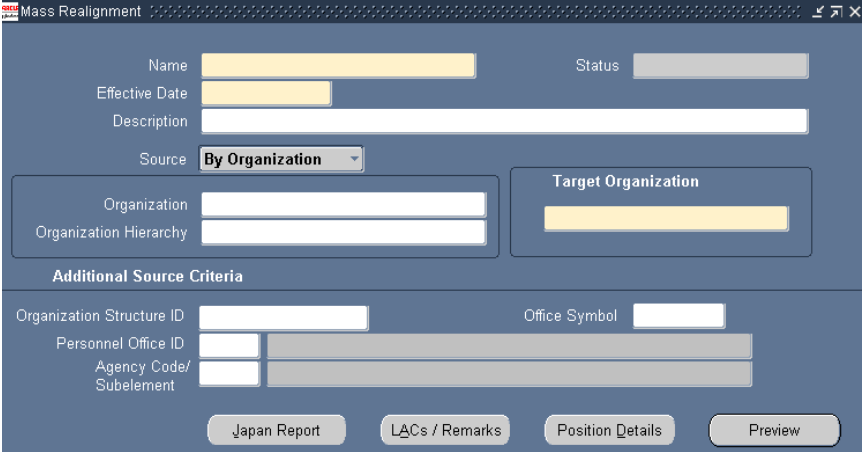
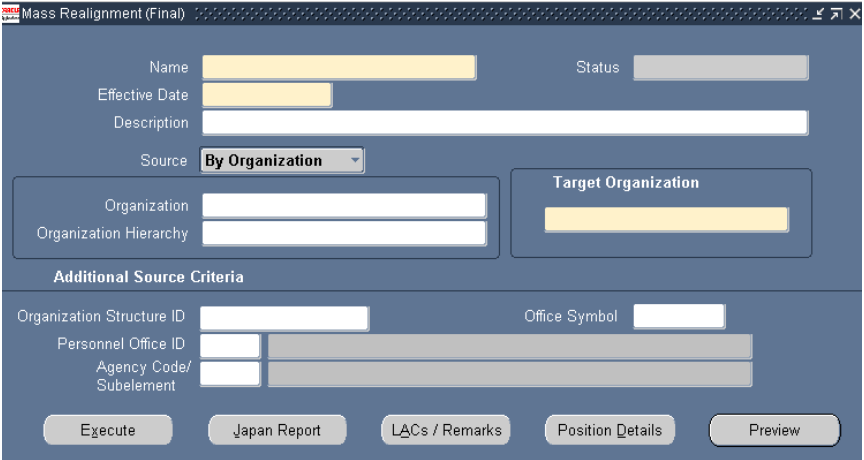



The capability to create and execute a Mass Realignment is available only in the LN Personnelist or CIVDOD LN MGR responsibility.

---

# Processing LN Mass Realignment



## Processing an LN Mass Realignment

Step	Action
1	<p><b>Navigation Path</b> → <i>Mass Actions</i> → <i>Mass Realignment Preview</i> → <b>&lt;Open&gt;</b>.</p> <p>The <b>Mass Realignment</b> window opens.</p>  <p>Or, <b>Navigate To</b> → <i>Mass Actions</i> → <i>Mass Realignment Final</i> → <b>&lt;Open&gt;</b>. The <b>Mass Realignment (Final)</b> window opens.</p>  <p> <b>Note:</b> The <b>Mass Realignment</b> window is available as a “rough draft” window. It is exactly like the <b>Mass Realignment (Final)</b> window, You can create the LN Mass Realignment by clicking either menu item. Mass Realignment can only be processed in the <b>Mass Realignment (Final)</b> window.</p> <p>Components may want to use both forms; however, for security reasons, limit the number of personnel who can run the final process.</p>

*Continued on next page*

## Processing LN Mass Realignment, Continued

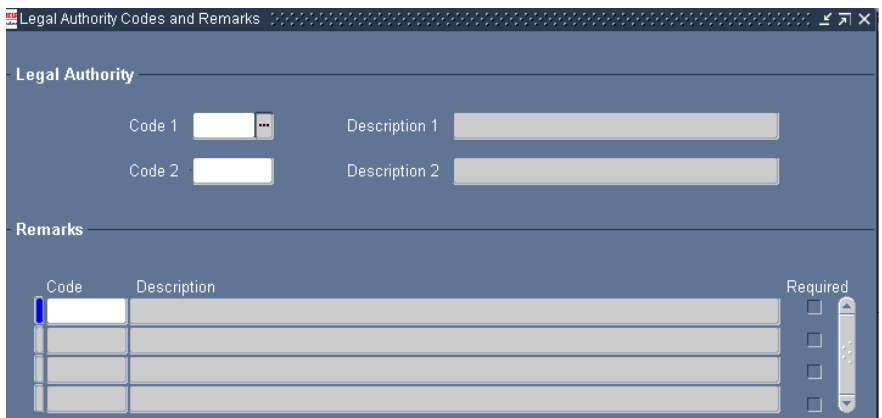
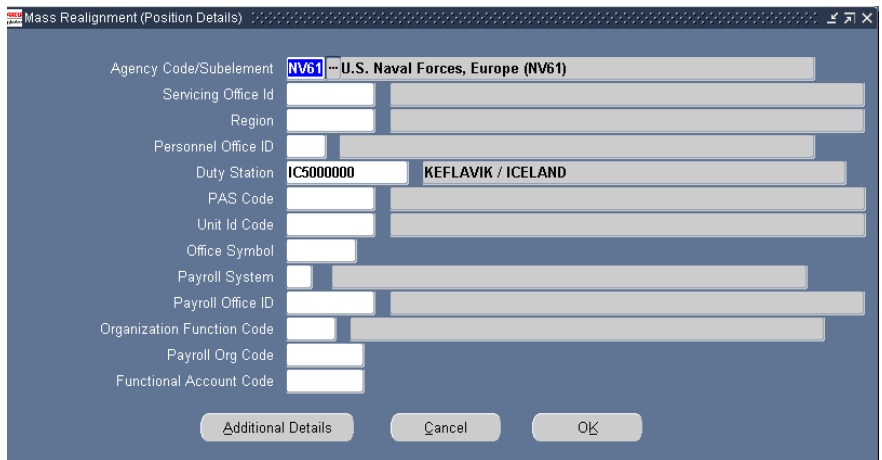
### Processing an LN Mass Realignment (continued)

Step	Action
2	<p>The <b>Mass Realignment</b> window opens with four Taskflow Buttons: &lt;<b>Japan Report</b>&gt;, &lt;<b>LACs/Remarks</b>&gt;, &lt;<b>Position Details</b>&gt;, and &lt;<b>Preview</b>&gt;.</p> 
3	<p>With your cursor in the <b>Name</b> data field, type in a unique name for the Mass Realignment action you are creating.</p> <p><b>Note:</b> The <b>Status</b> data field is system-generated to show the progress of your Mass Realignment, once executed; e.g., Unprocessed, Submitted, Processed. No action is required in the data field.</p>
4	<p>Enter data in the remaining data fields:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b></li> <li>• <b>Description</b></li> </ul> <p> The <b>Source Area</b> allows you to enter data to define the employees to be included in the Mass Realignment.</p> <ul style="list-style-type: none"> <li>• Enter data in the following or use the LOV. <ul style="list-style-type: none"> <li>• <b>Organization</b></li> <li>• <b>Target Organization</b></li> <li>• <b>Organization Hierarchy</b> (Optional)</li> </ul> </li> </ul> <p>The <b>Additional Source Criteria</b> is optional, but input allows you to further refine the records to be included in the Mass Realignment.</p> <ul style="list-style-type: none"> <li>• <b>Organization Structure ID</b></li> <li>• <b>Office Symbol</b></li> <li>• <b>Personnel Office ID</b></li> </ul> <p style="text-align: right;"><i>Agency Code/Subelement</i></p>

*Continued on next page*

# Processing LN Mass Realignment, Continued

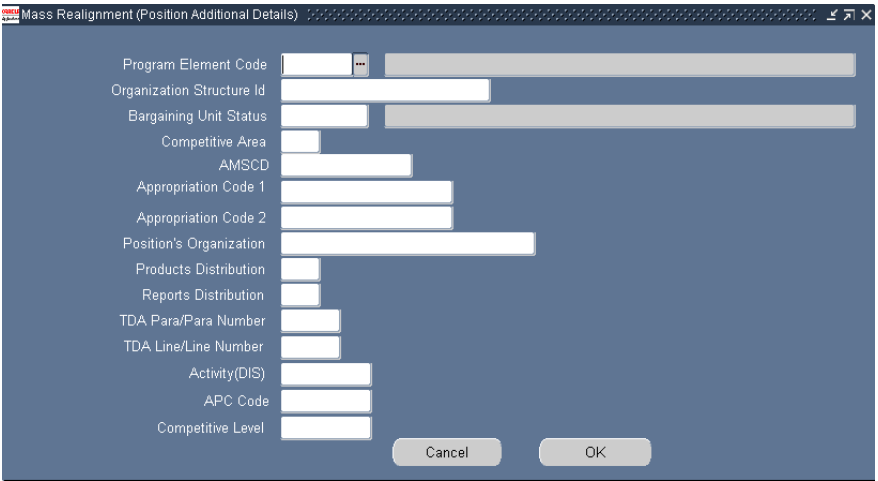
## Processing an LN Mass Realignment (continued)

Step	Action
5	<p>Click the&lt;<b>LACs/Remarks</b>&gt; button. The <b>Legal Authority Codes and Remarks</b> window opens complete the data fields as required</p> 
6	<p>Click the&lt;<b>Position Details</b>&gt; button. The <b>Mass Realignment (Position Details)</b> window opens.</p> 
7	<p>Enter information <b>ONLY</b> to those data fields that will change as a result of the Mass Realignment.</p>

*Continued on next page*

## Processing LN Mass Realignment, Continued

### Processing an LN Mass Realignment (continued)

Step	Action
8	<p>Click the &lt;Additional Details&gt; button The <b>Mass Realignment (Position Additional Details)</b> window opens. Again, enter information only into those data fields that will be changing as a result of the Mass Realignment.</p>  <p>Click the &lt;OK&gt; button A message Box opens with “No changes to apply.” Click the &lt;OK&gt; button</p>
9	The <b>Mass Realignment Position Details</b> window reopens.
10	Click the <OK> button. To return to the <b>Mass Realignment</b> window.

### Previewing Your Action

Clicking the <Preview> button on the **Mass Realignment (Final)** window opens the **Mass Realignment (Preview)** window.

- Based on the information input in the Source area on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN.
- The names for the Mass Realignment can be viewed and selected or deselected.

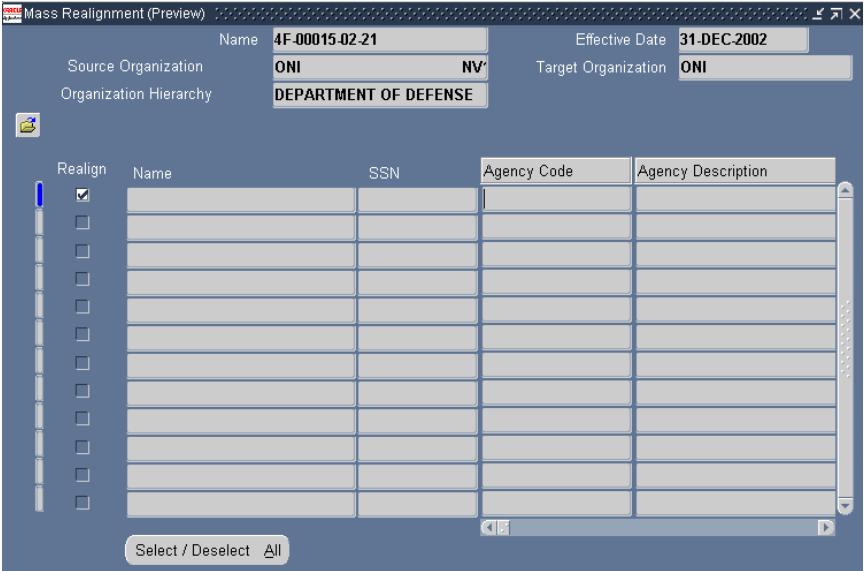

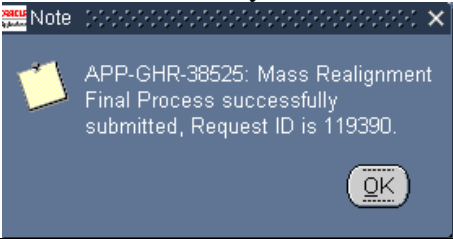
Follow the steps below to preview the action. Some edits are country specific.

*Continued on next page*



# Processing LN Mass Realignment, Continued

## Previewing Your Action (continued)


Step	Action
11	<p>In the <b>Mass Realignments (Final)</b> window, click the <b>&lt;Preview&gt;</b> button. The <b>Mass Realignment (Preview)</b> window opens with data elements populated from the previous window.</p>  <p> You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible by using the scroll bar on the bottom of the <b>Preview</b> Window. Information may or may not populate the columns.</p>
12	Click <b>Save</b> icon and exit the window to return to the <b>Mass Realignment (Final)</b> window.
13	<p>Click the <b>&lt;Execute&gt;</b> button on the <b>Mass Realignment (Final)</b> window a Message Box indicates “Mass Realignment Final Process successfully submitted.”</p> 

*Continued on next page*

## Processing LN Mass Realignment, Continued

---

### Executing the Mass Realignment

Step	Action
14	Click <OK>. The <b>Mass Realignment (Final)</b> window opens.
15	<div>Click <b>Save</b>.</div> <div> <b>Note:</b> Once you have “Executed” or “Processed” the action:<ul style="list-style-type: none"><li>• Each employee’s position record updates.</li><li>• RPAs are produced.</li></ul></div>
16	Viewing the <b>Status</b> and locating errors is the same as in the <b>Mass Awards</b> section of this chapter.

---

# Processing LN Mass Salary

---

**Purpose**

This section explains how to process LN mass salary for **NOA Code 894A, Pay Adjustment** and the **NOA Code 893A, Within Grade Increase (WGI)**. It is not country specific and is available for LN use.

---

**Before You Begin**

- Use mass salary when you want to update multiple records at one time for the **NOA Code 894A, Pay Adjustment** or the **NOA Code 893A, WGI**.
  - When you process LN mass salary, the People Record in HR is updated.
    - An RPA is not produced as it is with other mass actions.
    - If actions process without error, NPAs (SF 50), or the country equivalent of the SF 50) are generated for each employee record included in the mass process as future actions in the Routing History Table.
  - You can export the data from the **Preview** window to an Excel spreadsheet.
- 


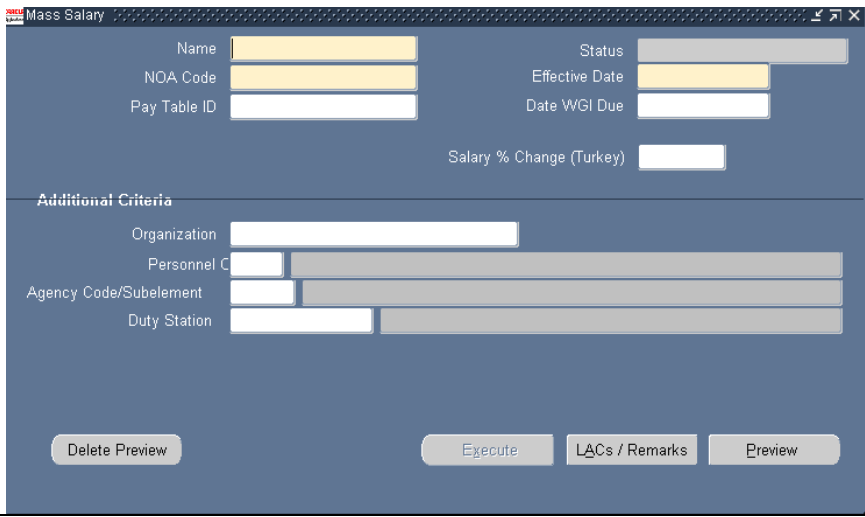

**Who Does It**

The capability to create and execute a mass salary is available only in the LN Personnelist or CIVDOD LN HR MGR responsibility.

---

# Processing LN Mass Salary


## Processing an LN Mass Salary

Step	Action
1	<p><b>Navigation Path</b> → <i>Mass Actions</i> → <i>Mass Salary Preview</i> → <b>&lt;Open&gt;</b>.</p> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>The <b>Mass Salary</b> window is available as a “rough draft” window. It is exactly like the <b>Mass Salary (Final)</b> window, but without the <b>&lt;Execute&gt;</b> Taskflow Button. You can create the LN Mass Salary by clicking either menu item. Mass Salary can only be processed in the <b>Mass Salary (Final)</b> window.</li> <li>Components may want to use both forms; however, for security reasons, limit the number of personnel who can execute.</li> </ul>
2	<p>The <b>Mass Salary</b> window opens with four Taskflow Buttons: <b>&lt;Delete Preview&gt;</b>, <b>&lt;LACs/Remarks&gt;</b>, and <b>&lt;Preview&gt;</b>. <b>&lt;Execute&gt;</b> is grayed out.</p> 
3	<p> With your cursor in the <b>Name</b> data field, type in a unique name for the mass salary action you are creating.</p> <p><b>Note:</b> The <b>Status</b> data field is system-generated to show the progress of your mass salary once you save your action; e.g., Unprocessed, Submitted, etc.</p>

*Continued on next page*

## Processing LN Mass Salary, Continued

### Processing an LN Mass Salary (continued)

Step	Action
4	<p>Enter data in the remaining data fields:</p> <ul style="list-style-type: none"> <li>• <b>NOA Code</b></li> <li>• <b>Pay Table ID</b> (<i>Unless a WGI is the action</i>)</li> <li>• <b>Effective Date</b></li> <li>• <b>Date WGI Due</b> (<i>if a WGI is the action</i>)</li> <li>• <b>Additional Criteria</b> Area allows you to enter data to define the employees to be included in the Mass Salary process.</li> </ul> <p> <b>Note:</b> This area is optional.</p> <ul style="list-style-type: none"> <li>• <b>WGIs:</b> If you need to limit the select process to more than just the <b>DT WGI Due</b>. Usually, you process all WGIs due on the same date.</li> <li>• <b>Pay Adjustments:</b> If you need to limit the select process to more than just the <b>Pay Table ID</b>. Usually you process all pay adjustments required by a pay table change. <ul style="list-style-type: none"> <li>• Enter data in the following, if needed: <ul style="list-style-type: none"> <li>• <b>Organization</b></li> <li>• <b>Personnel Office ID</b></li> <li>• <b>Agency Code/Subelement</b></li> <li>• <b>Duty Station</b></li> </ul> </li> </ul> </li> </ul>

### Previewing Your Action

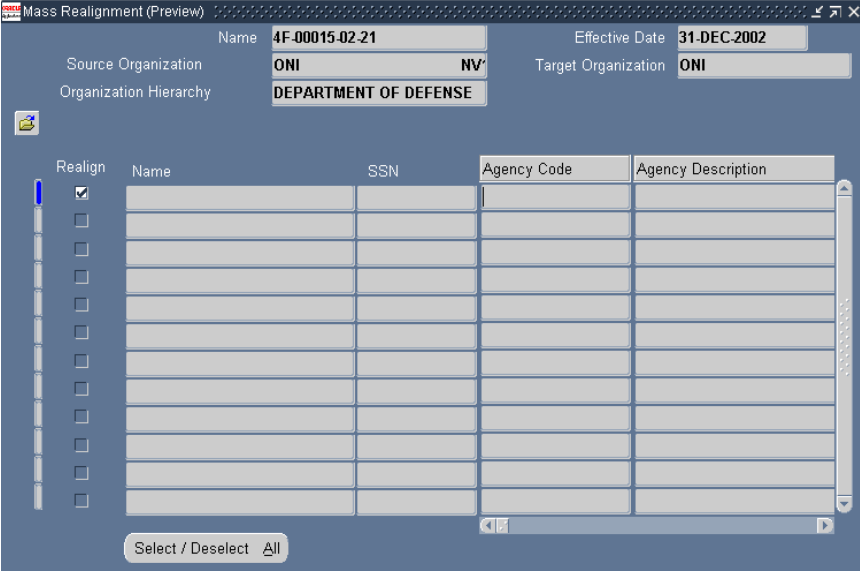
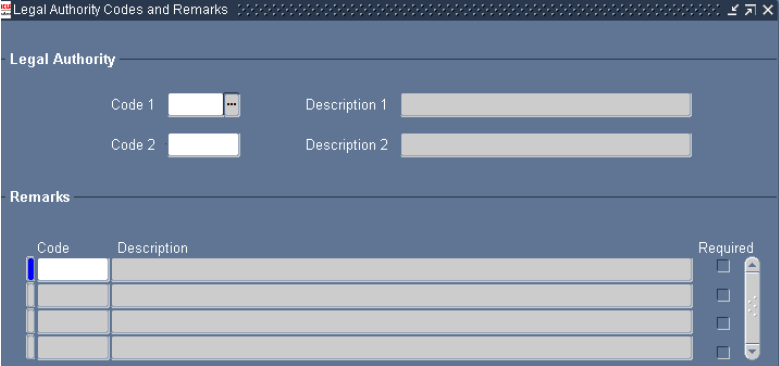
Clicking the <**P**review> button on the **Mass Salary (Final)** window opens the **Mass Salary (Preview)** window.

- Based on the information input in the **Additional Criteria** on the previous window, employees are identified and displayed in alphabetical order, along with their SSAN.
- The names for the Mass Salary can be viewed and selected or deselected.

*Continued on next page*

# Processing LN Mass Salary, Continued

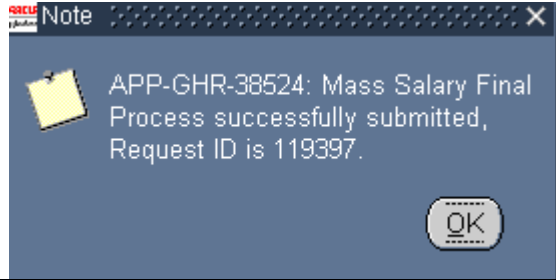
## Previewing Your Action (continued)

Step	Action
5	<p>On the <b>Mass Salaries (Final)</b> window, click &lt;<b>Preview</b>&gt;. The <b>Mass Salary (Preview)</b> window opens with data elements populated from the previous window.</p>  <p>The Mass Salary checkbox opens next to the <i>Name</i> and <i>SSN</i> columns. You can scroll through the remaining columns with the <i>Name</i> and <i>SSN</i> always visible. Information may or may not populate the columns.</p>
6	<p>Click the <b>Save</b> icon and exit the window to return to the <b>Mass Salary (Final)</b> window.</p>
7	<p>Click the &lt;<b>LACs/Remarks</b>&gt; button. The window opens. Input the proper data needed. It must be completed prior to executing the Mass Salary.</p>  <p>Click <b>Save</b> to return to the <b>Mass Salary (Final)</b> window.</p>

## Processing LN Mass Salary, Continued

### Executing the Mass Salary

Follow these steps to execute the Mass Salary and update the database.

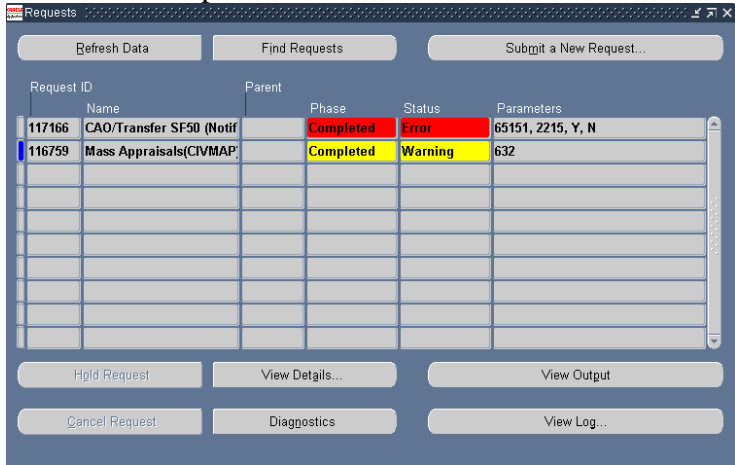
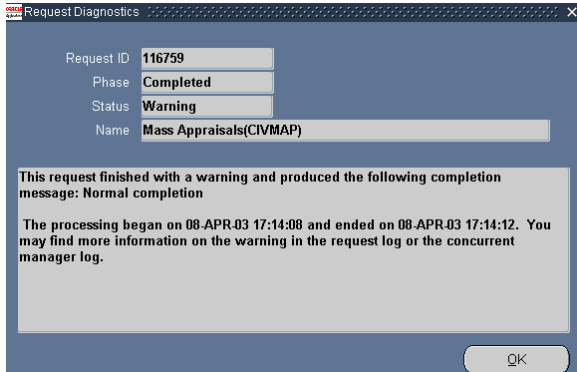
Step	Action
8	<p>Click the <b>&lt;Execute&gt;</b> button on the <b>Mass Salary (Final)</b> window a Message Box states “Mass Salary Final Process successfully submitted.”</p> 
9	Click the <b>&lt;OK&gt;</b> button. The <b>Mass Salary (Final)</b> window opens.
10	<p>Click the <b>Save</b> icon.</p> <p><b>Note:</b> Once your have “Executed” or “Processed” the action:</p> <ul style="list-style-type: none"> <li>• A new row of data is entered into each employee’s record (<b>Element Name</b>).</li> </ul> <p>The <b>&lt;Preview&gt;</b> button is grayed out on the <b>Mass Salary (Final)</b> window.</p>

*Continued on next page*

## Processing LN Mass Salary, Continued

### Viewing the Status of a Mass Salary File

To view the status of the executed mass salary file, use the **Request ID** in the message generated in the final step of processing. For example: “94029” in the previous step. Follow these steps for viewing your requests:

Step	Action
11	Navigate to <i>Process and Reports</i> → <i>View Request</i> <Open> the find request window opens click the <Find> button The Requests window opens with a listing of Request Ids with columns entitled Phase, Status, Program Name and Parameters. The most recent request will be at the top of the list.
12	Find the <b>Request ID</b> that was assigned in the previous note of successful completion.  <p>If the <b>Status</b> Column indicates “Pending” or “Running,” use the click to Refresh Data button until the status column reads: “Completed.”</p>
13	Click the< <b>View Log</b> > button to display a log of how a request ran.
14	Click the < <b>View Output</b> > button to view the output of a successfully completed request on screen.
15	Click the < <b>Diagnostics</b> > button. The <b>Request Diagnostics</b> window opens for your review. 

Continued on next page



## Processing LN Mass Salary, Continued

### Locating and Correcting Errors

The System Administrator completes this function. However, the Systems Administrator may designate one or two individuals in a Region to help with this function.

- The **Process Log** is a registry of successful and failed records processed with a concurrent program.
- If there are errors in a record, the system opens a complete error message notifying the user of the error.
- The user then knows to look for a routed RPA in the record's groupbox or system's default groupbox.

Step	Action
1	<b>Navigation Path</b> → <i>Federal Maintenance Forms</i> → Process Log → <Open>.
2	The <b>Process Log Errors</b> window opens with the request number as the last part of the <b>Program Name</b> data field. The <b>Log Text</b> Region opens the reason for the error(s). Use the scroll bars to read the remaining information.
3	The actions will be corrected as needed by the personnelist who executed the action.
4	The System Administrator will then process "Futures," which reprocesses all actions noted as future in the Routing History Table to update the database. The <b>Process Log</b> referenced above will also contain the details on all records successfully completed and processed with errors.